



COMMUNITY AND
HEALTH SYSTEMS

MI-LOGIN ACCOUNT SET UP FOR MI-NATES PUBLIC USERS

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1) Overview

MI-NATES: Michigan Nurse Aide, Training, and Enforcement System (MI-NATES) is a web-based application that automates the process for applications, renewals, enforcement, communication, and payments related to nurse aide registrations, nurse aide trainer permits, and nurse aide training program permits in Michigan.

1a) Security

Users are required to use State of Michigan (SOM) Michigan Login (MiLogin) to access the MI-NATES application. If you already have a MiLogin ID, your username and password will stay the same.

Confidentiality Notice: By using this system, you understand and consent to the following. This system includes confidential information as well as personal identification information that is intended solely for use by the authorized users in accordance with state and federal requirements. Any unauthorized review, use, disclosure, or distribution of this information is expressly prohibited.

Register for a MiLogin ID at: <https://milogintp.michigan.gov>

The following screen is presented. Select **'Create an Account'** to create a new User ID: ***If you already have a previous MiLOGIN third party account, enter your previous username and password and select Log In***

Michigan's one-stop login solution for business →

MiLogin connects you to all State of Michigan business services through one single user ID. Whether you want to access CHAMPS for Medicaid billing & claims, manage motor vehicle business account, access the MDOT permit systems or report wages, hours, & contributions for your employees, you can use your MiLogin for Business user ID to log in to Michigan government services.

Welcome to
MiLogin
for Business

User ID

Password

[Lookup your user ID](#)

[Forgot your password?](#)

Log In

Create an Account

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Step 1 - Email Verification


Enter your personal email address, then select **'I am not a robot'** and complete the captcha.

Enter your email

MiLogin is used for a variety of government services. If you've ever used any online services you might already have an account.

Email

☐ I'm not a robot 

 We will never send you spam or share your information with anyone outside of the State of Michigan services you choose to access.

Next Step

Having Trouble?

[I don't have an email >](#)

Step 2 –Passcode Verification

Open your email account used in Step 1, find the code that was sent and enter it on the box in this screen and then press **'Next Step'**.

Enter your passcode

We have sent you a passcode to your email
el*****@gmail.com

Passcode

Next Step

[Resend Passcode](#)

Step 3 – Profile Information

Enter your personal information and when completed, click the check box for **'I agree to the Terms & Conditions.'**

Enter your information

First Name

Middle Initial (Optional)

Last Name Suffix (Optional)

☒ I agree to the [Terms & Conditions](#).

Next Step


Step 4 – Work Phone Verification

Enter your work phone number on this screen and then press **'Next Step'**. If you are not at work to verify your work number you will be able to skip it in the next step.


Enter your work phone number

Your **work phone** number is required for many State of Michigan services and can help us identify you and recover your account if you get locked out.

Work Phone

 You will receive a passcode via a voice call to your phone to confirm your identity.

Next Step

 **Can't verify work phone number?**

If you don't have access to your work phone number or cannot verify it, please proceed with entering the number above and you will be allowed to skip the verification in the next step.

Step 5 – Passcode Verification

Answer your work phone for the passcode to confirm it. Enter the code on the screen and select **'Confirm Passcode'**. If you don't have access to your work phone press, **'Skip Verification'**.

Enter your passcode

We have sent you a passcode via a voice call to your **work phone** ending with **9779**

Passcode

3096 -

Confirm Passcode

Resend Passcode

Can't verify work phone number?

Skip Verification


Step 6 – Mobile Phone Verification

Enter your mobile phone number on this screen then click **'Next Step'**.

Enter your mobile phone number

Your **mobile phone** number is optional but can help us identify you and recover your account if you get locked out. We recommend adding it for account security.

Mobile Phone

 If your work phone can receive text messages, enter the phone number again to enable text message verification option.

Next Step


Skip this for now


Step 7 – Verification Method

Select either verification method (Text Message or Voice Call) on the screen to receive the passcode.

Select a verification method

We need to make sure you're really you. Please select a verification method below to confirm your identity.

 **Text Message**
You will receive a passcode via a text message to your **mobile phone** ending with **1332**

 **Voice Call**
You will receive a passcode via a voice call to your **mobile phone** ending with **1332**

Step 8 – Passcode Verification

Either answer the voice call for the passcode or check your phone for a text message containing the passcode and enter it on the screen. Once entered, click **'Confirm Passcode'**.

Enter your passcode

We have sent you a passcode via a text message to your **mobile phone** ending with **1332**

Passcode

8671 -

Confirm Passcode

Resend Passcode

Step 9 – Create your User ID

Create a User ID, make sure you follow the ID Guidelines when creating the user ID. Once completed, click **'Next Step'**.

Create your user ID

The User ID is required to sign in, so choose something that you will remember and also follow our ID guidelines.

ID Guidelines

- ✓ Must start with your last name and first initial
- ✓ Must end with 4 numbers
- ✓ Must not contain special characters or spaces

User ID

testert1234



Your user ID should be **testertXXXX** where XXXX is four numbers of your choosing.

Next Step

Step 10 – Create your Password

Create a password for your account, make sure it abides by the Password Guidelines listed on the screen. Once entered twice and the password matches, press **'Create Account'**.

Create your password

Choose something secure, but also something you can remember.

Password Guidelines

- ✓ Must be at least 8 characters in length
- ✓ Should not be based on your User ID
- ✓ Must contain at least one upper and lower case letters, a number, and a symbol (@#\$!~&)
- ✓ Confirm password must match new password

Password

.....



Confirm Password

.....



Create Account

Step 11 – MILOGIN home screen

Once the account has been created you will be transferred to your home screen. Click **'Find Services'** to request access to MI-NATES.

Business

Home Discover Online Services Help

Welcome test tester

Access your requested online services and search for more.



Discover Online Services

MIlogin is used to secure many online services at the State of Michigan. We are here to ensure your identity is safe and protected.

Find Services >

Step 12 – Getting MI-NATES access

On the Discover Online Services screen, search for MI-NATES in the **'Search for Services'** bar. Once on the screen, click on MI-NATES listed under Licensing and Regulatory Affairs (LARA) to request access.

Back to Home

Discover Online Services

From renewing vehicle plates to getting food assistance, find and access the services you need.

Search for Services

MI-NATES: Michigan Nurse Aide, Training, and Enforcement System

Search

Filter by Departments

- ☐ All Departments
- ☐ Attorney General (AG)
- ☐ Center for Educational Performance and Information (CEPI)
- ☐ Department of Labor and Economic Opportunity (LEO)

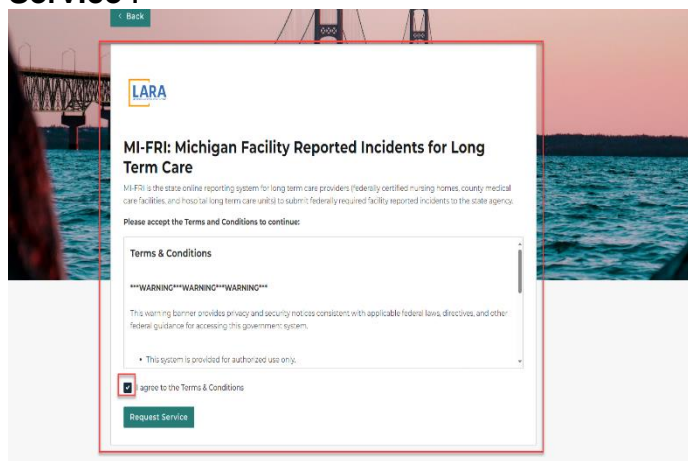
LARA Licensing and Regulatory Affairs (LARA)

MI-NATES: Michigan Nurse Aide, Training, and Enforcement System

State of Michigan's online system for management of Nurse Aides (NA), Nurse Aide Trainers (NAT), and Nurse Aide Training Programs (NATP).

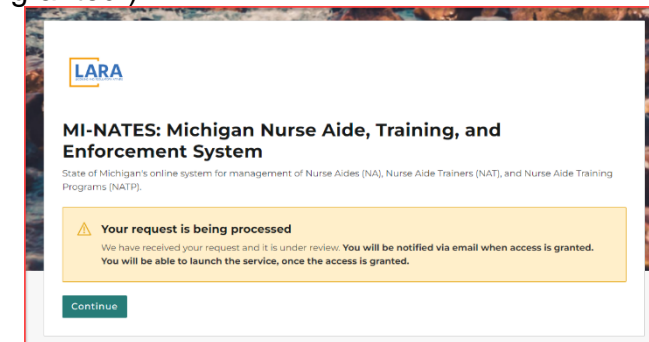
Step 13 – Requesting MI-NATES

Once MI-NATES has been chosen from **Step 12** above, you will receive the Request Service screen. If you agree to the Terms & Conditions of the system, check the **‘I agree to the Terms & Conditions’** box and then click **‘Request Service’**.



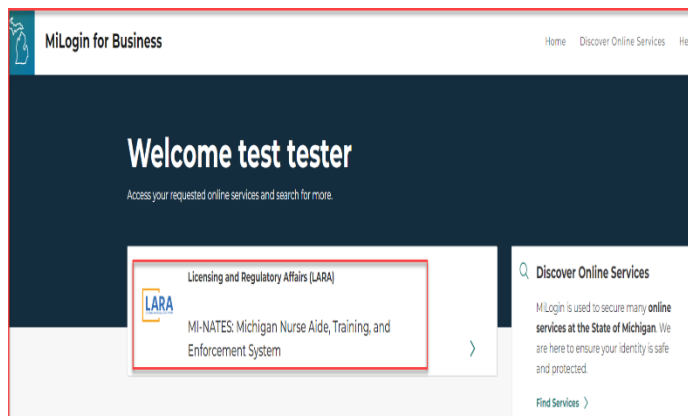
Step 14 – Request is being Processed

Once you have requested access for MI-NATES in **Step 13** you will be given this screen. Watch for an email to the email address you signed up for MILOGIN with to see when access has been granted, this usually only takes a few minutes. (You may need to sign out of MILOGIN and back in to see the program once access has been granted.)



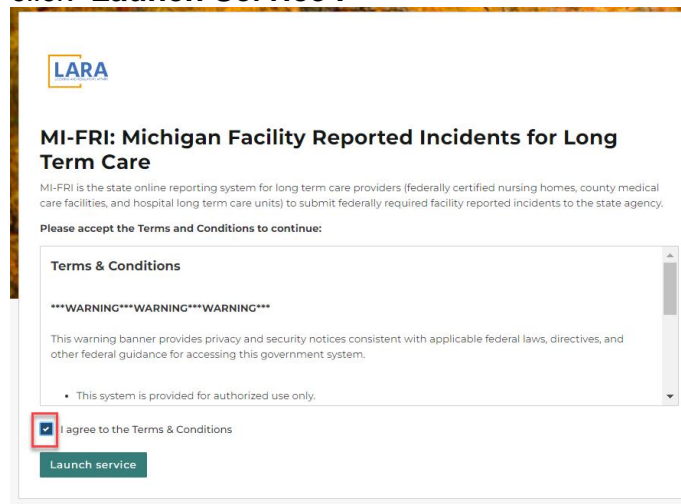
Step 15 – Signing into MI-NATES

Once access has been confirmed via email. Make your way back to your home screen on MILOGIN. (Your name will be listed at the top of this screen) You will see MI-NATES listed, Click on MI-NATES to launch the program.



Step 16 – MI-NATES Terms & Conditions

Whenever MI-NATES is launched you will see the Terms & Conditions screen, read over them and if you approve, click the check box **‘I agree to the Terms & Conditions’**, and then click **‘Launch Service’**.



Role-based security within the application controls access to specific functionality in MI-NATES.

1b) Roles


The different roles available for public users in MI-NATES include:

ROLE	ACCESS LEVEL
NA (Nurse Aide)	Apply for a new NA registration, renew your existing NA registration, review and update information related to your NA registration
NAT (Nurse Aide Trainer)	Apply for a new NAT permit, renew your existing NAT permit, review and update information related to your NAT registration
NATP (Nurse Aide Training Program) *	Apply for a new NATP permit, renew an existing NATP registration, review and update information related to your NATP registration

***Nurse Aide Training Programs (NATP) can have one user in MI-NATES as the sole Authorized Representative responsible for the NATP permit.**

1c) First Time Login Questionnaire: User Information

The User Information screens determine the login and access level for MI-NATES users. The screens collect a user's name, email, phone number, last 4 digits of the SSN and desired access information. The user must have an active MILogin ID before they can be given authorization to log into MI-NATES. If an individual does not have an active MILogin record and a User Profile Record in MI-NATES, they are not able to log into MI-NATES. The User Profile for a NA, NAT, and NATP is created based on the selections made by the user the first time they login to the system. Only a State Agency (SA) Administrator has the ability to de-activate a MI-NATES user. The SA can view all User Profiles in MI-NATES. The user's access is controlled by the role(s) assigned.

**MI-NATES: Michigan Nurse Aide, Training, and Enforcement System**
Department of Licensing and Regulatory Affairs

HomeLogout

First Time Login Questionnaire

Welcome to MI-NATES! MI-NATES: Michigan Nurse Aide, Training, and Enforcement System is Michigan's online system for management of Nurse Aides (NA), Nurse Aide Trainers (NAT) and Nurse Aide Training Programs (NATP).

Let's begin by setting up your system user profile.

1

User Information

2

NA and NAT User Information

3

NATP User Information

4

Attestation

First Name*

Middle Initial

Last Name*

This is a required field.

This is a required field.

BackNext

2) Creating a MI-NATES Account: First Time Login Questionnaire

Screen 1 - User Information: This screen is for any/all roles (NA, NAT, NATP), previously registered or permitted; or first-time individuals looking to apply for registration and/or a permit. Enter User Information First Name, Middle Initial, Last Name. **If you currently have a registration or permit with the State of Michigan, you must enter your name exactly as it is currently displayed on that registration or permit.** Once completed, select 'Next'.

The screenshot shows the 'First Time Login Questionnaire' for the MI-NATES system. It includes a progress bar with four steps: 1. User Information, 2. NA and NAT User Information, 3. NATP User Information, and 4. Attestation. The 'User Information' section is active, showing fields for First Name*, Middle Initial, and Last Name*. A red asterisk indicates that the name must match the user's current registration or permit. There are 'Back' and 'Next' buttons at the bottom.

Screen 2 - NA and NAT User Information: User will select the type of system access they wish to obtain. If the user has an existing registration or permit; or wish to apply for the Nurse Aide registration or Nurse Aide Trainer permit, one or both boxes may be selected at this time. If access is only needed as a NATP, the 'Skip and go to Nurse Aide Training Program Setup' button can be selected.

The screenshot shows the 'First Time Login Questionnaire' for the MI-NATES system. It includes a progress bar with four steps: 1. User Information, 2. NA and NAT User Information, 3. NATP User Information, and 4. Attestation. The 'NA and NAT User Information' section is active, showing two checkboxes: 'Check here if you would like to create a profile as a Nurse Aide' and 'Check here if you would like to create a profile as a Nurse Aide Trainer'. There are 'Back' and 'Skip and go to Nurse Aide Training Program Setup' buttons at the bottom.

Screen 2(a) – Selecting one or both checkboxes prompt fields for additional user information to appear. Complete the necessary boxes (DOB and SSN), then select 'Search for an Existing Registration/Permit'.

The screenshot shows the 'First Time Login Questionnaire' for the MI-NATES system. It includes a progress bar with four steps: 1. User Information, 2. NA and NAT User Information, 3. NATP User Information, and 4. Attestation. The 'User Information' section is active, showing fields for Date of Birth* and Last 4 Digits of Social Security Number*. There are 'Back' and 'Next' buttons at the bottom.

A pop-up will appear, asking the user to verify their information.

Verify Information

First Name: Test
Date of Birth: 01/01/1911
Last Name: User
Last 4 of SSN: 1111

Is the information above correct?

☒ Yes, this information is correct ☐ No, I need to make edits

Screen 2(b) - If you have a pre-existing registration or permit, your information will appear. If more than one registration record found, another pop-up will appear with the results. Please select your registration by clicking the checkbox next to the name and then select submit. This will bring you to screen 2(d).

Note: *If you recently had a name change and the results do not match the first and last name you entered in step 1, selecting one of the user options will result in a pop-up. The pop-up explains that the name you entered does not match the user you chose. Select 'ok' and you will be redirected to the first screen. You must enter your name as it appeared on the selected record and repeat the search process. You will be able to make a name change once you are logged in.

The screenshot shows the 'First Time Login Questionnaire' for the MI-NATES system. It includes a progress bar with four steps: 1. User Information, 2. NA and NAT User Information, 3. NATP User Information, and 4. Attestation. The 'Search for an Existing Registration/Permit' section is active, showing a table of results. The table has columns for Type, Registration Number, Status, and Original Start Date. There are 'Back' and 'Next' buttons at the bottom.

Screen 2(c) – If you are a new candidate or out of state applicant and you do not have a pre-existing registration, select **‘I don’t have an existing registration/permit’**.

Another pop-up will appear asking if you have a pre-existing registration or permit. Selecting **‘no’** will allow you to fill in user information. Selecting **‘yes’** will bring you back to screen 1 asking for your first and last name.

Registration Not Found

We are unable to locate an existing registration or permit that matches the information provided.

If you are a NEW nurse aide, who has just completed testing with Headmaster, click No to continue.
If you are a NEW nurse aide, who is interested in obtaining a registration through reciprocity, click No to continue.
If you currently have a PRE-EXISTING nurse aide registration or nurse aide trainer permit, please do the following:

- Confirm the name, birthdate, and social security number provided matches the information associated with your existing registration or permit.
- If your information is correct, click yes and do not proceed.

Do you have a pre-existing registration or permit?

Yes No

Screen 2(d) - If not auto filled, user **MUST** fill in the boxes with personal information and select, **‘Next’**. User cannot move forward without completing ALL boxes.

☒ Check here if you would like to create a profile as a Nurse Aide

☐ Check here if you would like to create a profile as a Nurse Aide Trainer

User Information

Date of Birth* Last 4 Digits of Social Security Number*

Search for an Existing Registration/Permit

We are unable to locate an existing registration or permit that matches the information provided. Please provide your information below to continue setting up your profile.

Please provide your information below.

Street Address*
City* State* Zip*

Phone Number*

Email Address*

I would like access to the system for the following registration/permit types (select all that apply):*

☒ Nurse Aide ☐ Nurse Aide Trainer

Back **Next**

Screen 3 – NATP User Information: This screen is intended **ONLY** for those seeking access as the sole authorized representative for a Nurse Aide Training Program (NATP). If access is desired for a new or existing NATP permit, the user will check the box to create a profile. If applying for a NA or NAT, and not applying for a NATP permit, user will select **‘Next’** to skip this step.

MI-NATES: Michigan Nurse Aide, Training, and Enforcement System
Department of Licensing and Regulatory Affairs

First Time Login Questionnaire

Welcome to MI-NATES! MI-NATES: Michigan Nurse Aide, Training, and Enforcement System is Michigan's online system for management of Nurse Aides (NA), Nurse Aide Trainers (NAT) and Nurse Aide Training Programs (NATP).

Let's begin by setting up your system user profile.

1 User Information 2 NA and NAT User Information 3 NATP User Information 4 Attestation

☐ Check here if you would like to create a profile as an authorized representative who is responsible for a Nurse Aide Training Program (NATP).

Back **Next**

Screen 3(a) – As the authorized representative of a Nurse Aide Training Program, the user must provide the phone number and email address to be associated with their user profile.

If the new user is an authorized representative for an existing NATP (the NATP is currently permitted and has already been assigned a permit number), then the user will select the first box and will be prompted to provide the permit number of the NATP they are associated with.

If the new user is going to be the authorized representative for a new NATP (intends to apply for a new NATP permit), then they will select the second box.

If the new user is the authorized representative for more than one NATP, they can provide the details for one NATP here, and can easily add more later, using the option on their dashboard once setup is complete.

MI-NATES: Michigan Nurse Aide, Training, and Enforcement System
Department of Licensing and Regulatory Affairs

First Time Login Questionnaire

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Let's begin by setting up your system user profile.

1 User Information 2 NA and NAT User Information 3 NATP User Information 4 Attestation

☒ Check here if you would like to create a profile as an authorized representative who is responsible for a Nurse Aide Training Program (NATP).

User Information for Nurse Aides Training Programs

Phone Number of Authorized Representative* Email Address of Authorized Representative*

* This is a required field. * This is a required field.

☐ Check here if you are the authorized representative for an existing permitted NATP.

☐ Check here if you would like access to apply for a new NATP permit or link to an existing program later.*

Back **Next**

Screen 4 - Attestation: E-Signature: After selecting **'Next'** on screen 3, the user must click the box to accept the terms and submit an e-signature in order to gain access to the MI-NATES application.

MI-NATES: Michigan Nurse Aide, Training, and Enforcement System
Department of Licensing and Regulatory Affairs

First Time Login Questionnaire

Welcome to MI-NATES! MI-NATES: Michigan Nurse Aide, Training, and Enforcement System is Michigan's online system for management of Nurse Aides (NA), Nurse Aide Trainers (NAT) and Nurse Aide Training Programs (NATP).

Let's begin by setting up your system user profile.

1 User Information 2 NA and NAT User Information 3 NATP User Information 4 **Attestation**

Attestation

E-SIGNATURE

I understand that by checking the checkbox and entering my name below, I hereby certify the following:

- All information provided in this document is true and correct to the best of my knowledge.
- I understand that important communication will be sent to me electronically and I am responsible for ensuring the email address I provide is monitored regularly and updated as needed.
- I will notify the State Agency immediately if improper system access is granted to me.

☐ Accept *

First Name* Last Name*

• This is a required field. • This is a required field.

Back Submit

Once complete, the user will automatically be re-directed to their MI-NATES Dashboard screen.

Screen 5 – MI-NATES Dashboard
Once the First Time Login Questionnaire has been completed you will be brought to your MI-NATES dashboard.

MI-NATES: Michigan Nurse Aide, Training, and Enforcement System
Department of Licensing and Regulatory Affairs

Nurse Aide Dashboard

Start a New Nurse Aide Application

Once system access has been achieved, please refer to the **MI-NATES User Guides for Nurse Aides, Nurse Aide Trainers, or Nurse Aide Training Programs** for helpful information on the various **MI-NATES** screens, features, and the application or renewal processes.

The User Guides can be found at www.michigan.gov/bchs.